

**State Universities Civil Service System  
Human Resource Directors Advisory Committee  
Agenda**

***January 31, 2014***

- 1) Welcome and Introductions
- 2) Discussion on the revisions to the Return to Work Legislation (PA 97-0968)
- 3) Update on new Demonstration Project – “Rule of 3 Analysis”
  - a) Review of data elements/submissions
- 4) Discussion on discharge activities
- 5) Update on the review of the Exemption Procedures Manual
- 6) Other University System Office Activities
  - a) Annual Report
  - b) Agency Audit – Auditor General
  - c) Audit Update
  - d) Class Plan Update
  - e) Legal Update
  - f) Budget Update
- 7) Other Topics
  - Next Meeting - Friday, April 25, 2014

be included in the determination of any benefit under this Article or any other Article of this Code, regardless of whether the annuitant returns to active service, and is in addition to any other State or employer contribution required under this Article.

(i) Notwithstanding any other provision of this Section to the contrary, if an employer employs an affected annuitant in order to continue critical operations in the event of either an employee's unforeseen illness, accident, or death or a catastrophic incident or disaster, then, for one and only one academic year, the employer is not required to pay the contribution set forth in this Section for that annuitant. The employer shall, however, immediately notify the System upon employing a person subject to this subsection (i). For the purposes of this subsection (i), "critical operations" means teaching services, medical services, student welfare services, and any other services that are critical to the mission of the employer.

(j) This Section shall be applied and coordinated with the regulatory obligations contained in the State Universities Civil Service Act. This Section shall not apply to an annuitant if the employer of that annuitant provides documentation to the System that (1) the annuitant is employed in a status appointment position, as that term is defined in 80 Ill. Adm. Code 250.80, and (2) due to obligations contained under the State Universities Civil Service Act, the employer does not

have the ability to limit the earnings or duration of employment for the annuitant while employed in the status appointment position.

(Source: P.A. 97-968, eff. 8-16-12.)

(40 ILCS 5/15-145.1)

Sec. 15-145.1. Survivor's insurance annuities and lump sum payments ~~benefits~~ for Tier 2 Members; amount. Survivor eligibility, vesting, and conditions for a survivor's insurance annuity and lump sum payment amount payable to a survivor's insurance beneficiary of a deceased Tier 2 member shall be determined under the provisions of this Article applicable to survivor's insurance beneficiaries of a deceased Tier 1 member; however, the amount of a survivor's insurance annuity, including the annual increases thereon, shall be calculated pursuant to this Section. The initial survivor's insurance annuity ~~benefit~~ of a survivors insurance beneficiary of a Tier 2 annuitant ~~member~~ shall be in the amount of 66 2/3% of the Tier 2 member's retirement annuity at the date of death. In the case of the death of a Tier 2 member who has not retired, eligibility for a survivor's insurance benefit shall be determined by the applicable Section of this Article. The initial benefit shall be 66 2/3% of the earned annuity without a reduction due to age. A survivor's insurance annuity ~~and~~ shall be increased (1) on each January 1 occurring on or after the commencement of the annuity if the deceased Tier 2 member

# Rule Of Three Demo Data

## Compiled Data

State Universities Civil Service System  
1717 Philo Road, Suite 24  
Urbana, IL 61802

University/Agency	Classification	Employment Date	Standard Candidate Pool				Program Candidate Pool				Top Three	Selected Employee
			Interview Pool	Vets	Minorities	Fems	Interview Pool	Vets	Minorities	Fems		
EIU	Grounds Worker	05/08/2013	4	0	0	0	4	0	0	0	Yes	
		05/09/2013	4	0	0	0	4	0	0	0	Yes	
		06/24/2013	3	0	0	0	3	0	0	0	Yes	
	IT Manager/Administrative Coordinator	02/11/2013	5	3	0	0	6	3	0	0	Yes	Vet
	IT Technical Associate	01/14/2013	7	1	1	3	7	1	1	3	Yes	Fem
		07/23/2012	3	0	1	0	7	0	1	1	No	Fem
		07/23/2012	3	0	0	0	3	0	0	0	Yes	
		08/01/2012	4	1	0	0	4	1	0	0	Yes	
		10/04/2012	8	1	0	0	9	1	1	0	Yes	Vet
		10/10/2012	8	1	0	0	9	1	1	0	No	Min
		11/01/2012	8	1	0	0	9	1	1	0	Yes	
		11/01/2012	1	0	0	0	1	0	0	0	Yes	
		12/10/2012	5	2	0	0	5	2	0	0	Yes	
GSU	IT Support Associate	04/16/2013	5	1	4	3	7	1	4	3	No	
ISAC	IT Technical Associate	01/16/2013	1	0	1	1	1	0	1	1	Yes	Min, Fem
		02/01/2013	1	0	1	0	1	0	1	0	Yes	Min
NIU	Accountant I	10/29/2012	3	0	1	1	3	0	1	1	Yes	Fem
		11/01/2012	7	0	2	4	7	0	2	4	Yes	Fem
	Assistant Program Director	09/01/2012	2	0	0	0	2	0	0	0	Yes	
	Business/Administrative Associate	06/24/2013	9	0	0	6	17	0	1	12	No	Fem
		08/01/2013	15	1	1	13	19	1	2	15	Yes	Fem
		08/12/2013	15	1	1	13	19	1	2	13	Yes	Fem
		12/11/2013	4	0	0	2	8	0	1	3	No	
	IT Support Associate	05/16/2013	6	0	0	3	6	0	0	3	Yes	Fem
		07/29/2013	7	0	0	0	9	0	0	0	Yes	

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			Interview Pool	Vets	Minorities	Fems	Interview Pool	Vets	Minorities	Fems		
	IT Technical Associate	08/01/2013	4	0	1	1	6	0	2	3	No	Fem
		09/16/2012	1	0	0	1	1	0	0	1	Yes	Fem
		10/14/2013	3	0	1	2	3	0	1	2	Yes	
		11/12/2012	1	0	1	1	1	0	1	1	Yes	Min, Fem
		11/16/2012	3	0	0	0	3	0	0	0	Yes	
		11/16/2012	5	0	1	3	8	0	1	3	No	
		01/01/2014	3	0	1	0	3	0	1	0	Yes	
		01/16/2014	3	0	0	0	3	0	0	0	Yes	
		04/16/2013	5	0	0	1	5	0	0	1	Yes	Fem
		06/01/2013	1	0	0	0	1	0	0	0	Yes	
		07/16/2013	3	0	0	0	3	0	0	0	Yes	
		08/01/2013	3	0	1	1	6	0	2	2	Yes	
		08/19/2013	1	0	1	0	1	0	1	0	Yes	Min
		09/30/2013	3	0	1	2	4	0	1	3	Yes	Fem
		11/01/2012	5	0	0	1	5	0	0	1	Yes	
		11/01/2013	3	0	1	2	3	0	1	2	Yes	Min, Fem
		11/16/2013	3	0	2	3	3	0	2	3	Yes	Fem
		12/16/2012	3	0	0	1	6	0	1	3	Yes	Fem
SIUE	Accounting Associate	10/16/2012	10	5	4	8	11	0	5	9	No	Min, Fem
	Business/Administrative Associate	06/10/2013	7	2	0	4	18	2	0	12	No	
		11/12/2012	5	0	0	4	5	0	0	4	No	Fem
	Human Resource Associate	12/10/2012	4	0	0	4	4	0	0	4	No	Fem
	IT Support Associate	01/22/2013	4	3	0	1	18	4	0	3	Yes	
		06/03/2013	4	0	1	1	4	0	1	1	Yes	Min
	IT Technical Associate	03/20/2013	4	1	1	2	10	2	1	4	Yes	Fem
		05/06/2013	4	1	0	1	13	4	1	3	Yes	
		06/12/2013	3	1	0	0	7	1	0	0	Yes	
		06/25/2013	3	0	1	3	6	0	1	3	Yes	Min, Fem

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			Interview Pool	Vets	Minorities	Fems	Interview Pool	Vets	Minorities	Fems		
SIUSOM		07/08/2013	3	0	1	3	6	0	1	3	No	
		09/04/2012	3	0	0	1	3	0	0	1	Yes	Fem
		10/15/2012	3	0	0	2	6	0	0	4	Yes	
	Accountant I	02/25/2013	3	0	0	3	3	0	0	3	Yes	Fem
		05/20/2013	3	0	0	2	3	0	0	2	Yes	Fem
	Accounting Associate	03/04/2013	1	0	0	0	1	0	0	0	Yes	
		12/02/2013	3	1	0	2	3	1	0	2	Yes	Fem
	Administrative Assistant	04/15/2013	1	0	0	1	1	0	0	1	Yes	Fem
	Business/Administrative Associate	07/29/2013	5	0	1	4	5	0	1	4	Yes	Fem
		08/12/2013	3	0	1	2	4	0	1	3	No	Fem
		08/16/2013	1	0	0	1	1	0	0	1	Yes	Fem
		12/02/2013	3	0	0	3	3	0	0	3	Yes	Fem
	Clinic Nurse	01/14/2013	2	0	0	2	2	0	0	2	Yes	Fem
		01/14/2013	3	0	0	2	4	0	0	3	No	Fem
		01/14/2013	3	0	0	3	3	0	0	3	Yes	Fem
		01/28/2013	6	0	0	6	6	0	0	6	Yes	Fem
		02/03/2014	5	0	1	4	6	0	1	5	Yes	Fem
		02/04/2013	3	0	0	3	3	0	0	3	Yes	Fem
		02/04/2013	3	0	1	3	6	0	1	6	Yes	Min, Fem
		02/18/2013	2	0	0	2	2	0	0	2	Yes	Fem
		02/18/2013	3	0	0	2	3	0	0	2	Yes	Fem
		03/04/2013	3	0	0	3	5	0	0	5	Yes	Fem
		04/01/2013	4	0	0	4	4	0	0	4	Yes	Fem
		04/29/2013	3	0	0	3	3	0	0	3	Yes	Fem
		07/01/2013	3	0	0	3	3	0	0	3	Yes	Fem
		07/15/2013	3	0	0	3	3	0	0	3	Yes	Fem
		07/29/2013	3	0	0	3	3	0	0	3	Yes	Fem
		08/13/2012	3	0	0	3	10	0	0	10	No	
		09/10/2012	3	0	0	3	11	0	1	10	No	Fem

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			Interview Pool	Vets	Minorities	Fems	Interview Pool	Vets	Minorities	Fems		
		09/10/2012	3	0	0	3	10	0	1	9	No	Fem
		09/23/2013	3	0	0	3	4	0	0	4	Yes	Fem
		09/23/2013	6	0	0	6	9	0	0	9	Yes	Fem
		09/24/2012	3	0	1	3	7	0	2	6	No	Min
		09/24/2012	3	0	0	3	9	0	0	8	No	Fem
		10/07/2013	4	0	0	4	4	0	0	4	Yes	Fem
		10/22/2012	2	0	0	2	2	0	0	2	Yes	Fem
		11/04/2013	5	1	0	5	8	1	1	8	Yes	Vet, Fem
		11/05/2012	3	0	0	3	9	0	0	7	Yes	Fem
		11/18/2013	5	0	0	5	6	0	0	6	No	Fem
		12/10/2012	6	0	0	4	7	0	0	5	Yes	
		12/10/2012	6	0	0	5	7	0	0	6	Yes	Fem
		12/10/2012	3	0	0	3	8	0	0	7	Yes	Fem
	Human Resource Associate	09/24/2012	3	0	1	1	4	0	1	2	Yes	Min
	IT Manager/Administrative Coordinator	08/26/2012	1	0	0	0	1	0	0	0	Yes	
	IT Support Associate	04/29/2013	3	0	1	0	3	0	1	0	Yes	Min
		07/30/2012	4	0	1	0	4	0	1	0	Yes	
		08/13/2012	2	0	0	1	2	0	0	1	Yes	Fem
		09/09/2013	6	1	0	0	7	1	0	0	Yes	
		09/09/2013	2	0	0	0	2	0	0	0	Yes	
		12/10/2012	9	0	3	2	10	0	3	2	Yes	
	IT Technical Associate	02/25/2013	2	0	1	2	2	0	1	2	Yes	Fem
		03/26/2013	1	0	0	0	1	0	0	0	Yes	
		07/29/2013	1	0	0	1	1	0	0	1	Yes	Fem
		08/18/2012	1	0	0	0	1	0	0	0	Yes	
		08/26/2013	1	0	0	1	1	0	0	1	Yes	
		09/16/2013	2	1	0	0	2	1	0	0	Yes	Vet
		11/05/2012	4	0	2	1	4	0	2	1	Yes	
		11/20/2013	1	0	0	0	1	0	0	0	Yes	
		12/10/2012	4	1	2	0	4	1	2	0	Yes	Vet, Min

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			Interview Pool	Vets	Minorities	Fems	Interview Pool	Vets	Minorities	Fems		
	Medical Assistant	12/10/2012	2	0	0	1	2	0	0	1	Yes	Fem
		02/04/2013	3	1	0	3	3	1	0	3	Yes	Fem
		02/18/2013	3	1	1	3	5	1	1	5	Yes	Vet, Fem
		03/18/2013	4	0	1	4	4	0	1	4	Yes	Fem
		04/29/2013	3	0	0	3	3	0	0	3	Yes	Fem
		05/06/2013	3	0	0	3	4	0	0	4	Yes	Fem
		06/03/2013	3	0	1	3	4	0	1	4	No	Fem
		07/15/2013	3	0	1	3	4	0	1	4	Yes	Min, Fem
		08/13/2012	3	0	1	3	3	0	1	3	Yes	Fem
		08/27/2012	3	0	2	2	5	0	2	4	No	Fem
		08/27/2012	3	0	2	3	3	0	2	3	Yes	Fem
		09/24/2012	3	0	1	3	4	0	2	3	Yes	Min
		10/08/2012	3	0	0	3	4	0	0	4	Yes	Fem
		10/08/2012	2	0	0	2	2	0	0	2	Yes	Fem
		10/21/2013	3	0	1	3	3	0	1	3	Yes	Fem
		10/21/2013	3	0	1	3	5	0	1	5	Yes	Fem
		10/22/2012	2	1	0	2	2	1	0	2	Yes	Fem
		11/18/2013	2	0	0	2	2	0	0	2	Yes	Fem
		11/26/2012	3	1	1	2	5	1	1	4	No	Fem
		12/10/2012	2	1	1	1	2	1	1	1	Yes	Min
	Office Support Assistant	01/14/2013	4	0	0	4	4	0	0	4	Yes	Fem
		01/28/2013	2	0	0	1	2	0	0	1	Yes	
		10/07/2013	3	0	0	3	4	0	0	4	No	Fem
		11/04/2013	3	0	2	3	3	0	2	3	Yes	Fem
		11/26/2012	3	0	0	3	3	0	0	3	Yes	Fem
	Police Officer	01/06/2014	4	2	0	0	4	2	0	0	Yes	
		01/06/2014	4	2	0	0	4	2	0	0	Yes	
UIC	Accountant I	02/03/2013	1	0	0	0	1	0	0	0	Yes	
		08/05/2013	2	0	2	2	2	0	2	2	No	Min, Fem



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			Interview Pool	Vets	Minorities	Fems	Interview Pool	Vets	Minorities	Fems		
	Accounting Associate	01/28/2013	10	0	8	7	10	0	8	7	Yes	Min
		02/18/2013	4	0	4	4	6	0	6	6	Yes	Min, Fem
		04/15/2013	4	0	4	4	13	0	10	12	Yes	Min, Fem
		10/15/2012	9	0	8	7	9	0	8	7	Yes	Min, Fem
	Administrative Assistant	01/20/2013	3	0	0	3	6	0	0	6	No	Fem
		02/06/2013	5	0	1	5	7	0	2	7	Yes	Min, Fem
		02/11/2013	5	0	1	5	7	0	2	7	Yes	Fem
		02/11/2013	3	0	2	3	3	0	2	3	No	Fem
		03/18/2013	3	0	2	3	3	0	2	3	Yes	Min, Fem
		03/31/2013	5	0	1	5	7	0	2	7	No	Min, Fem
		04/14/2013	7	0	3	7	10	0	4	10	Yes	Min, Fem
		04/15/2013	7	0	3	7	10	0	4	10	Yes	Min, Fem
		05/12/2013	4	0	2	4	7	0	4	7	No	Fem
		05/12/2013	7	0	4	7	9	0	5	9	No	Min, Fem
		05/16/2013	3	0	2	3	9	0	6	9	No	Min, Fem
		06/09/2013	3	0	2	3	3	0	2	3	No	Min, Fem
		09/03/2013	5	0	4	4	8	0	7	7	Yes	Fem
		09/15/2013	5	0	4	4	8	0	7	7	Yes	Min, Fem
		10/14/2013	4	0	2	4	4	0	2	4	Yes	Fem
		10/28/2012	3	0	0	3	6	0	1	6	No	Fem
		10/28/2013	3	0	3	3	4	0	4	4	Yes	Min, Fem
	Business/Administrative Associate	02/03/2013	9	0	8	8	15	0	14	14	Yes	Min, Fem
		02/04/2013	4	0	4	4	11	0	9	8	No	Min, Fem
		03/03/2013	7	0	7	7	10	0	10	10	Yes	Min, Fem
		03/17/2013	3	0	2	3	5	0	3	5	No	Min, Fem
		04/01/2013	4	0	1	1	6	0	2	3	Yes	
		04/28/2013	1	0	1	1	1	0	1	1	Yes	Min, Fem
		04/28/2013	7	0	3	5	11	0	5	7	No	Fem
		05/13/2013	7	0	3	6	10	0	6	9	No	Min, Fem
		06/24/2013	3	0	1	1	5	0	1	1	Yes	
		10/01/2012	3	0	2	3	3	0	2	3	Yes	Min, Fem
		10/13/2013	3	0	2	1	3	0	2	1	Yes	

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			Interview Pool	Vets	Minorities	Fems	Interview Pool	Vets	Minorities	Fems		
		10/14/2012	3	0	1	2	5	0	1	4	Yes	
		10/15/2012	3	0	1	3	10	0	6	9	Yes	Min, Fem
		10/24/2012	6	0	4	4	7	0	5	5	Yes	Min, Fem
		10/28/2012	3	0	0	1	3	0	0	1	Yes	
		11/19/2012	4	0	4	4	6	0	5	3	No	
		11/25/2012	7	0	5	6	7	0	5	6	Yes	Min, Fem
		12/09/2012	4	0	2	4	4	0	2	4	Yes	Fem
		12/23/2012	3	0	3	3	7	0	6	7	No	Fem
	Grounds Worker	01/20/2013	3	0	1	0	7	0	3	0	Yes	
		01/20/2013	3	0	1	0	7	0	3	0	Yes	
		01/20/2013	3	0	1	0	7	0	3	0	No	Min
		02/03/2013	3	0	1	0	7	0	3	0	No	Min
	Human Resource Associate	01/07/2013	5	0	4	4	12	0	9	7	Yes	Min, Fem
		01/07/2013	6	0	4	6	11	0	9	11	No	Min, Fem
		01/28/2013	7	0	5	5	14	0	8	7	Yes	Min, Fem
		02/11/2013	4	0	4	3	10	0	7	8	No	Fem
		04/28/2013	8	0	7	8	18	0	13	16	No	
		07/07/2013	6	0	6	6	22	17	19	19	No	Min, Fem
		10/14/2012	3	0	3	3	15	1	13	12	No	Min, Fem
		10/29/2013	3	0	3	3	5	0	4	4	Yes	Min, Fem
		12/10/2012	4	0	3	3	11	0	6	8	No	Fem
		12/10/2012	4	0	3	3	11	0	6	8	No	Min, Fem
	IT Manager/Administrative Coordinator	07/07/2013	3	0	0	0	3	0	0	0	Yes	
		12/19/2012	1	0	0	0	1	0	0	0	Yes	
	IT Support Associate	01/20/2013	1	0	0	1	1	0	0	1	Yes	Fem
		02/04/2013	3	1	3	2	8	1	7	2	No	
		02/19/2013	4	0	4	0	10	0	7	2	No	Min
		02/25/2013	1	0	0	0	1	0	0	0	Yes	
		03/11/2013	4	1	2	2	12	1	8	3	No	Fem
		03/18/2013	5	0	4	1	11	0	8	3	No	

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			Interview Pool	Vets	Minorities	Fems	Interview Pool	Vets	Minorities	Fems		
	IT Technical Associate	05/06/2013	7	1	7	1	21	1	15	1	Yes	Vet, Min, Fem
		05/26/2013	1	0	0	0	1	0	0	0	Yes	
		09/03/2013	10	0	9	4	11	0	9	4	Yes	Min
		09/30/2013	2	0	1	1	7	0	3	2	No	
		10/28/2012	7	0	3	1	7	0	3	1	Yes	
		01/07/2013	5	0	4	1	8	0	6	2	Yes	Min
		01/07/2013	11	0	6	2	13	0	7	3	No	Min, Fem
		01/07/2013	4	0	2	0	4	0	2	0	Yes	
		02/03/2013	5	0	4	1	5	0	4	1	Yes	Min, Fem
		02/25/2013	3	0	2	1	5	0	3	1	Yes	Min
		03/11/2013	1	0	0	0	1	0	0	0	Yes	
		03/17/2013	3	0	1	2	4	0	2	3	No	Min, Fem
		03/17/2013	4	0	3	3	5	0	3	3	Yes	Min, Fem
		03/31/2013	1	0	0	0	1	0	0	0	Yes	
		04/01/2013	3	0	2	0	6	0	3	0	Yes	
		04/15/2013	2	0	2	2	2	0	2	2	Yes	Min, Fem
		04/29/2013	1	0	1	1	1	0	1	1	Yes	Min, Fem
		04/29/2013	1	0	1	1	1	0	1	1	Yes	Min, Fem
		05/13/2013	1	0	1	0	1	0	1	0	Yes	Min
		05/13/2013	3	0	1	0	4	0	1	1	Yes	
		05/26/2013	1	0	1	0	1	0	1	0	Yes	
		05/28/2013	2	0	1	1	2	0	1	1	Yes	Fem
		07/15/2013	1	0	0	0	1	0	0	0	Yes	
		07/21/2013	3	0	2	1	2	0	1	0	No	
		08/05/2013	4	0	1	0	3	0	2	0	No	Min
		08/05/2013	4	0	2	2	4	0	2	2	Yes	
		09/01/2013	1	0	1	0	1	0	1	0	Yes	Min
		09/03/2013	2	0	1	0	2	0	1	0	Yes	Min
		09/03/2013	2	0	0	0	2	0	0	0	Yes	
		10/28/2013	1	1	1	1	1	0	1	1	Yes	Min, Fem
		10/29/2012	5	0	3	1	8	0	4	4	Yes	Min
		11/19/2012	7	0	3	0	9	0	4	0	Yes	Min
		11/19/2012	7	0	4	1	11	0	6	1	Yes	Min

**Rule Of Three Demo Data**  
Compiled Data

State Universities Civil Service System  
1717 Philo Road, Suite 24  
Urbana, IL 61802

University/Agency	Classification	Employment Date	Standard Candidate Pool				Program Candidate Pool				Top Three	Selected Employee
			Interview Pool	Vets	Minorities	Fems	Interview Pool	Vets	Minorities	Fems		
	Medical Assistant	01/07/2013	7	0	7	7	7	0	7	7	Yes	Min, Fem
		02/04/2013	1	0	1	1	5	0	5	5	No	Min, Fem
		03/18/2013	2	0	2	2	2	0	2	2	Yes	Min, Fem
		10/14/2012	8	0	8	8	8	0	8	8	Yes	Min, Fem
		11/29/2012	8	0	8	8	8	0	8	8	Yes	Min, Fem
DSCC	Business/Administrative Associate	02/18/2013	3	0	0	2	7	0	0	6	Yes	Fem
		02/18/2013	3	0	0	2	7	0	0	6	Yes	Fem
		11/11/2012	2	0	0	2	4	0	0	4	Yes	Fem
	IT Manager/Administrative Coordinator	02/18/2013	12	1	0	3	13	1	0	4	Yes	
UIS	Business/Administrative Associate	03/25/2013	7	0	0	6	9	0	0	7	Yes	Fem
		05/06/2013	9	0	0	7	12	0	1	9	No	Min, Fem
		08/18/2013	4	0	1	3	6	0	1	5	Yes	Fem
		08/18/2013	4	0	1	3	6	0	1	5	Yes	Min, Fem
		08/20/2012	1	0	0	0	1	0	0	0	Yes	
		09/15/2013	1	0	0	1	1	0	0	1	Yes	Fem
		10/14/2013	6	0	0	4	7	0	0	5	Yes	Fem
		10/29/2012	1	0	0	1	1	0	0	1	Yes	Fem
		11/25/2013	7	0	1	6	8	0	1	7	Yes	Fem
	IT Manager/Administrative Coordinator	11/05/2012	8	0	0	1	11	0	0	1	Yes	
	IT Support Associate	12/10/2012	12	0	1	3	16	1	1	3	Yes	Min
		12/10/2012	12	0	1	3	16	1	1	3	Yes	Min
	IT Technical Associate	07/22/2012	13	1	1	4	16	2	1	4	Yes	Fem
		09/16/2013	8	0	0	2	14	0	0	2	Yes	
		11/04/2013	1	0	0	0	1	0	0	0	Yes	
UIUC	Accountant I	04/01/2013	5	1	1	3	5	1	1	3	No	Min

**Rule Of Three Demo Data**  
Compiled Data

State Universities Civil Service System  
1717 Philo Road, Suite 24  
Urbana, IL 61802

University/Agency	Classification	Employment Date	Standard Candidate Pool				Program Candidate Pool				Top Three	Selected Employee
			Interview Pool	Vets	Minorities	Fems	Interview Pool	Vets	Minorities	Fems		
		04/22/2013	3	1	0	2	3	1	1	2	Yes	Fem
	Accounting Associate	04/01/2013	4	0	0	3	18	1	3	13	Yes	Fem
		04/01/2013	4	0	0	3	18	1	3	13	No	Fem
		12/17/2012	3	1	0	1	21	2	2	9	No	
		12/17/2012	3	1	0	1	22	2	1	9	No	
	Assistant Facilities Manager	12/05/2012	8	8	0	0	23	8	2	3	No	
	Business/Administrative Associate	01/02/2013	7	0	1	4	32	0	3	18	Yes	
		01/07/2013	9	2	1	4	28	2	3	18	No	
		01/07/2013	7	0	1	4	32	0	3	18	No	
		01/07/2013	7	0	1	4	32	0	3	18	No	
		01/22/2013	9	0	2	8	12	0	2	10	No	Fem
		02/08/2013	9	0	2	8	12	0	2	10	Yes	Fem
		04/01/2013	3	0	0	3	3	0	0	3	Yes	Fem
		04/07/2013	5	0	1	5	23	1	1	17	Yes	Fem
		10/07/2012	7	3	2	2	21	3	4	12	No	Fem
		10/08/2012	12	0	1	7	12	0	1	7	No	Fem
		10/16/2012	6	0	0	2	20	0	1	14	Yes	Fem
		11/19/2012	5	3	0	0	27	3	2	16	No	Fem
		12/10/2012	7	0	1	4	32	0	2	18	No	Fem
		12/10/2012	33	3	4	18	29	3	4	16	Yes	Vet
		12/10/2012	7	4	1	1	25	4	1	13	No	Fem
		12/13/2012	5	3	0	1	5	3	0	1	No	Fem
		12/16/2012	7	0	1	4	32	0	2	18	No	Fem
		12/16/2012	7	0	1	4	32	0	2	18	No	Fem
		12/17/2012	7	0	1	4	32	0	2	18	No	Fem
		12/17/2012	2	0	1	2	2	0	1	2	Yes	Min, Fem
	Human Resource Associate	03/03/2013	3	0	3	3	9	0	4	7	No	
		03/04/2013	10	0	2	8	16	0	2	1	No	Fem
		04/22/2013	3	1	1	2	9	1	1	8	No	Fem
		04/29/2013	5	1	2	4	11	1	2	10	No	Fem

**Rule Of Three Demo Data**  
Compiled Data

State Universities Civil Service System  
1717 Philo Road, Suite 24  
Urbana, IL 61802

University/Agency	Classification	Employment Date	Standard Candidate Pool				Program Candidate Pool				Top Three	Selected Employee
			Interview Pool	Vets	Minorities	Fems	Interview Pool	Vets	Minorities	Fems		
		05/06/2013	4	1	1	3	9	1	3	7	No	Min, Fem
		05/20/2013	4	2	1	2	7	2	2	5	No	Fem
		05/27/2013	3	0	0	3	3	0	0	3	Yes	Fem
		10/14/2012	6	0	1	6	6	0	1	6	Yes	Fem
		10/16/2012	6	0	0	6	8	0	1	8	No	Fem
		12/02/2012	12	1	3	11	16	1	4	14	Yes	Fem
		12/10/2012	6	0	2	4	9	0	2	5	No	Min
	IT Manager/Administrative Coordinator	06/10/2013	1	0	1	0	1	0	1	0	Yes	Min
	IT Support Associate	11/12/2012	3	1	6	3	21	1	7	3	No	Min
	IT Technical Associate	03/04/2013	8	0	0	0	10	0	1	0	Yes	
		03/04/2013	8	0	0	0	10	0	1	0	Yes	
		03/04/2013	8	0	0	0	10	0	1	0	Yes	
		03/11/2013	8	0	0	0	10	0	1	0	Yes	
		03/11/2013	8	0	0	0	10	0	1	0	Yes	
		03/17/2013	4	0	1	0	4	0	1	0	Yes	Min
		03/18/2013	3	2	1	0	23	2	6	9	No	
		04/01/2013	8	0	0	0	10	0	1	0	Yes	
		04/22/2013	8	1	2	1	10	1	2	1	Yes	
		06/17/2013	9	1	4	6	10	1	4	6	Yes	Fem
		10/01/2012	7	1	3	3	7	1	3	3	Yes	
		10/25/2012	1	0	1	0	1	0	1	0	No	Min
	Office Support Assistant	01/02/2013	19	0	3	14	20	1	4	14	Yes	Fem
		03/04/2013	6	1	0	5	16	1	0	15	No	Fem
		03/11/2013	18	0	3	14	19	1	1	14	Yes	Fem
		04/08/2013	3	0	0	3	3	0	0	3	Yes	Fem
		04/15/2013	2	0	0	2	2	0	0	2	Yes	Fem
		04/29/2013	4	0	0	4	5	0	0	5	Yes	Fem
		05/14/2013	4	0	1	4	5	0	1	5	Yes	Min, Fem
		05/30/2013	3	0	0	2	5	0	0	4	No	Fem
		06/11/2013	2	0	0	2	2	0	0	2	No	Fem

# Rule Of Three Demo Data

## Compiled Data

State Universities Civil Service System  
1717 Philo Road, Suite 24  
Urbana, IL 61802

University/Agency	Classification	Employment Date	Standard Candidate Pool				Program Candidate Pool				Top Three	Selected Employee
			Interview Pool	Vets	Minorities	Fems	Interview Pool	Vets	Minorities	Fems		
WIU	Office Support Assistant	10/22/2012	4	0	0	3	4	0	0	3	Yes	Fem
		11/05/2012	3	0	0	3	3	0	0	3	Yes	Fem
		11/12/2012	2	0	0	2	2	0	0	2	Yes	Fem
		03/18/2013	4	0	0	4	7	0	0	4	Yes	Fem

**State Universities Civil Service System  
Historical Summary  
Discharge Cases (FY 2004 - FY 2013)**

Fiscal Year	Written Charges Served on Employees	Hearing Requests	Actual Hearings	Other Actions (resignations; settlement agreements; etc.)	Merit Board Actions			
					<u>Discharge</u>	<u>Reinstate</u>	<u>Reinstate (60)</u>	<u>Other</u>
FY2004	50	12	9	1	6	2		
FY2005	67	16	7	2	3	2		
FY2006	55	11	6	4	2			
FY2007	51	14	10	4	5	1		
FY2008	63	18	9	6	2	1		
FY2009	42	8	5	3	2			
FY2010	70	16	8	7	1			
FY2011	69	18	14	4	7	1	2	
FY2012	58	10	7	4	1		2	
FY2013	59	17	10	4	3	1	1	1
<b>Totals</b>	<b>584</b>	<b>140</b>	<b>85</b>	<b>39</b>	<b>32</b>	<b>8</b>	<b>5</b>	<b>1</b>



Audit and Advisory Services Division  
HRDAC Meeting Notes  
January 31, 2014

**FY2013 Audit Schedule**

<b><u>Location</u></b>	<b><u>On-Site Audit Dates</u></b>	<b><u>Current Status</u></b>
Northern Illinois University	January 8-11, 2013	Final Report Issued 10/23/2013
Chicago State University	Feb 27 – Mar 1, 2013	Final Report Issued 10/3/2013
Eastern Illinois University	April 1-5, 2013	Final Report Issued 9/23/2013
University of Illinois at Urbana-Champaign	June 17-21, 2013 June 24-28, 2013	Draft Report Issued 12/11/2013

**FY2014 Audit Schedule**

<b><u>Location</u></b>	<b><u>On-Site Audit Dates</u></b>	<b><u>Current Status</u></b>
University of Illinois at Springfield	July 10-12, 2013	Draft Report Issued 1/22/2014 ICAP Due 2/7/2014
Northeastern Illinois University	September 23-25, 2013	Draft Report Pending
Illinois Board of Higher Education	October 29, 2013	Final Report Issued 1/28/2014
Illinois Community College Board	October 30, 2013	Final Report Issued 1/2/2014
Division of Specialized Care for Children	November 8, 2013	Final Report Issued 12/17/2013
Southern Illinois University at Carbondale	January 21-24, 2014	Draft Report Pending
Western Illinois University	February 25-28, 2014	Scheduled
Southern Illinois University at Edwardsville	March 19-21, 2014	Scheduled
University of Illinois College of Medicine at Peoria	April 24-25, 2014	Scheduled
University of Illinois at Chicago	June 9-13, 2014 June 16-20, 2014	Scheduled

<b>NEW EXAMINATIONS CONSTRUCTED (FY2014)</b>	
Emergency Management Coordinator	
Electroencephalographic Supervisor	
Intra-Operative Monitoring Series -	
Intra-Operative Specialist, Advanced Intra-Operative Monitoring Specialist, & Intra-Operative Monitoring Coordinator	
Quality Clinical Practice Data Analyst Series -	Clinical Practice Data Analyst, Clinical Practice Data Analyst Specialist, Clinical Practice Data Analyst Coordinator
Quality Specialist Series -	Quality Specialist, Senior Quality Specialist, & Organizational Quality Coordinator
<b>REVISED EXAMINATIONS CONSTRUCTED (FY2014)</b>	
Instrument Technician	
Power Plant Mechanic Series -	
Power Plant Mechanic & Power Plant Mechanic Supervisor	
Steam and Power Plant Series -	
Steam and Power Plant I, II, III, IV, & V	
Agricultural Research Technician Series -	
Assistant Agricultural Research Technician, Associate Agricultural Research Technician, & <i>Senior Agricultural Research Technician (NO CHANGE)</i>	
Police Lieutenant	
Electroencephalographic Technician Series -	
Electroencephalographic Technician, Specialist, & <i>Supervisor (NEW)</i>	
Program/Student Advisor	
Dental X-ray Technician Series -	
<i>Dental X-ray Technician I &amp; II (NO CHANGE)</i> , Dental X-ray Coordinator	
Storekeeping Series -	
Storekeeper I, II, III, & Stores Supervisor	
Orthopedic Technician Series -	Orthopedic Technician & Technologist
Medical Assistant Series -	Medical Assistant & Certified Medical Assistant
Police Telecommunicator Series ( <i>Probationary Period Change Only</i> ) -	Police/Public Safety Telecommunicator & Police Telecommunicator Supervisor
<b>CURRENT EXAMINATION CONSTRUCTION IN PROGRESS (FY2014)</b>	
Animal Imaging Technologist Series -	
Animal Imaging Technologist I, II, III, IV, & V	
Call Center Series -	
Campus Recreation (Personal Training, Intramurals, Aquatics)	
Cook Series -	
Cook, Cook's Helper, Head Cook, First, Second, Test Kitchen, & Catering Supervisor	
Curb Manager	
Food Service Worker Series -	
Food Service Worker I, II, III, IV, & V	
Grill Cook (T & E)	
Housing Maintenance Series -	
Housing Maintenance Inspector & Supervisor	
Mail Messenger Series	
Mail Messenger/Mail Carrier and Mail Supervisor	
Payroll Specialist Series -	
Payroll Clerk, Specialist I, II, & III, Assistant Payroll Manager, & Payroll Manager	

<b>Police Testing (Hire Consultants to Develop Exams, Officer, Crpl. Sgt.)</b>
<b>Procurement Officer Series (Purchasing Officer Series)</b>
Purchasing Officer I, II, III, & IV
<b>Program Director Series -</b>
<b>Reimbursement Coding Specialist Series –</b>
Reimbursement Coding Specialist I, II, & III
<b>Respiratory Care Therapist Series –</b>
Respiratory Care Therapist I, II, & III
<b>Special Education Teacher Assistant</b>
<b>Study Abroad Assistant Director/*International Programs Specialist</b>
<b>Teacher Aide</b>
<b>Test Specialist</b>
<b>Veterinary Technician (there are 15-20 classes)</b>
<b>MEDICAL CLASSES TO BE REVISED</b>
<b>Admitting Officer Series -</b>
Admitting Officer I, II, III & IV
<b>Central Sterile Supply Series</b>
Central Sterile Supply Technician & Supervisor
<b>Medical Radiographer Series</b>
Medical Radiographer I & II, Medical Radiography Specialist & Coordinator
<b>EXAMINATIONS TO BE REVISED</b>
<b>Accounting Series -</b>
Accounting Clerk, Accounting Technician I, II, & III
<b>Admissions/Records Specialist Series -</b>
Admissions/Records Specialist I & II
<b>Anatomy Curator</b>
<b>Archeological Assistant &amp; Technician</b>
<b>Arena Facilities Supervisor</b>
<b>Athletic Business Manager</b>
<b>Benefits Counselor Series</b>
Benefits Representative, Officer, Counselor, & Services Supervisor
<b>Campus Transportation Operator</b>
<b>Child Development Series</b>
Child Care Assistant and Child Care Resource Specialist
<b>Clerk Series –</b>
Clerical Assistant, Clerk, Chief Clerk, Staff Clerk, & Administrative Clerk
<b>Driver Series -</b>
Driver Helper, Driver, Automotive Sub-Foreman, and Automotive Foreman
<b>Electrician Lamper</b>
<b>Equipment Attendant</b>
<b>Lead Plant Stationary Engineer (T &amp; E)</b>
<b>Loan Service Officer Series</b>
Loan Service Officer I, II, & III
<b>Machinist Welder Series (T &amp; E)</b>
Machinist Welder
Senior Machinist Welder

<b>Medical Laboratory Assistant Series –</b>
Medical Laboratory Assistant I, II, & III
<b>Medical Laboratory Technician Series –</b>
Medical Laboratory Technician I, II, & III
<b>Museum Exhibits Series -</b>
Museum Exhibits Preparator, Designer & Curator of Exhibits
<b>Painter Series</b>
Painter, Sub-Foreman, & Foreman
<b>Public Information Series -</b>
Public Information Specialist & Coordinator of Public Information
<b>Records Management Series -</b>
Assistant Records Management Officer & Records Management Officer
<b>Route Driver Series -</b>
Route Driver Helper & Route Driver
<b>Safety Officer Series -</b>
Safety Officer I, II, & III
<b>Security Guard Series –</b>
Security Guard & Security Guard Supervisor
<b>Sports Information Director Series -</b>
Assistant Sports Information Director & Sports Information Director
<b>Survey Interviewer Series -</b>
Survey Interviewer & Supervisor

## AGREEMENT FOR THE REVISION OF THE POLICE SERIES EXAMINATIONS



*State Universities Civil Service System*

*1717 Philo Road, Suite 24*

*Urbana, IL 61802*

WHEREAS, the State Universities Civil Service System (University System) and the University Civil Service Merit Board have approved a Police Series examination development project, as specified in the attached general bid proposal, to be managed and administered by the University System office in cooperation with the participating public universities/agencies under the University System;

WHEREAS, the public universities/agencies and the University System will utilize these examinations to recruit and hire civil service employees in the Police Series classification structure; and

NOW, THEREFORE, the Board of Trustees of the University of Illinois with campuses in Chicago, Springfield, and Urbana-Champaign, Southern Illinois University Carbondale, Southern Illinois University Edwardsville, Southern Illinois University School of Medicine Springfield, Chicago State University, Eastern Illinois University, Governors State University, Illinois State University, Northeastern Illinois University, Northern Illinois University, and Western Illinois University, agree as follows:

1. The participating universities will fund the development and any administration fees for the above mentioned project(s).
2. Participation in this funding is based upon a minimum university fee of \$500 with the remaining project cost for each university to be prorated on the basis of their specific relative numbers of

civil service status employees in the various Police Series classifications according to the Spring 2013 University System Employee Salary Survey as follows:

Police Officer Examination Cost Estimate	\$23,220
Police Sergeant Examination (Assessment Center)	\$17,700
Total	\$40,920

<i>Individual Expenditure Per Sworn Officers</i>	<i>FTE Sworn Officers</i>	<i>Percent of Total FTE</i>	<i>University Base Expenditure</i>	<i>Individual Employer Cost (per sworn officers)</i>	<i>Total University Cost</i>
Chicago State	31	7.2%	\$500.00	\$2,464.25	\$2,964.25
Eastern	21	4.8%	\$500.00	\$1,669.33	\$2,169.33
Governors State	7	1.6%	\$500.00	\$556.44	\$1,056.44
Illinois State	27	6.2%	\$500.00	\$2,146.28	\$2,646.28
Northeastern	20	4.6%	\$500.00	\$1,589.84	\$2,089.84
Northern	60	13.9%	\$500.00	\$4,769.52	\$5,269.52
Western	23	5.3%	\$500.00	\$1,828.31	\$2,328.31
Southern - Carbondale	36	8.3%	\$500.00	\$2,861.71	\$3,361.71
Southern - Edwardsville	39	9.0%	\$500.00	\$3,100.18	\$3,600.18
Southern - School of Medicine	9	2.1%	\$500.00	\$715.43	\$1,215.43
University of Illinois - Urbana	65	15.0%	\$500.00	\$5,166.98	\$5,666.98
University of Illinois - Chicago	80	18.5%	\$500.00	\$6,359.35	\$6,859.35
University of Illinois - Springfield	15	3.5%	\$500.00	\$1,192.38	\$1,692.38
Total	433	100.0%	\$6,500.00	\$34,420.00	\$40,920.00

3. As agreed to by the University of Illinois at Urbana-Champaign, the University of Illinois at Urbana-Champaign will collect and distribute the funds for this project, as authorized by this agreement and the University System Office.
4. All payments from participating universities will be made upon written request from the University of Illinois at Urbana-Champaign, and forwarded to the designated university representatives after receipt of invoice. Payments will be made directly to the University of Illinois at Urbana-Champaign.
5. The University System Office will retain ownership and responsibility for this project, including the administration of policies, the delivery of examination materials and monitoring with respect to its functionality and utilization.

This agreement is subject to the continuing approval of the participating University Police Chiefs, and/or or other university administrative authority, and the University System. Any additional development and/or fee changes shall also be subject to approval by the participating University Police Chiefs, and/or or other university administrative authority, and the University System.

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Lewis T. Morelock  
Executive Director  
State Universities Civil Service System

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Date

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James Montgomery  
Vice Chair  
University Civil Service Merit Board

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Date



**Chicago State University Approval**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT